

SCHOOL JOURNEY POLICY

The governors are aware of the many benefits gained by students who take part in educational visits and residential school journeys both at home and abroad.

Members of staff intending to organise such visits and school journeys are required to have a preliminary discussion with the Head Teacher and to read the DfES Health and Safety of Students on Educational visit, 1998 which ensures that:

1. The aims and objectives of the visit conform with the school's curriculum aims. The visit/journey must be appropriate for the ability and financial circumstances of the target group.
2. The proposed visit, both in and out of school hours, is acceptable and suitable.
3. All the necessary planning procedures have been completed.
4. The organisational framework is in place. If students are to miss lessons of other departments, the ML must be consulted and agreement reached.
5. The financial procedures are clear:
 - Seek advice from finance team.
 - Cost the journey.
 - Ensure income matches expenditure.
 - Refund excess funds to parents.
 - Underwrite any loss incurred.
6. The levels of necessary supervision are sufficient for the various categories of visit and size of party.
7. The qualifications and experience of the group leader and those of the supporting adults (teachers and others) are totally appropriate and agreed at the initial stage with the Head Teacher.
8. All adults and students are aware of the expected code of conduct and safety code.
9. The information requirements from school to parents, (both written and given in meetings) school to students and group leader to the governing body have been fully covered.
- 10.A Risk Assessment has been completed and submitted to the Head Teacher at least 5 working days prior to the date of the visit.
- 11.If large numbers are involved and school dinner is to be missed, the Head of Kitchen must be notified a week in advance.

July 2001
July 2004
July 2007